

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

September 19, 1977

MEMORANDUM - 1977-40

TO: All Heads of Departments and Agencies
(Attention: Personnel/Payroll Sections)

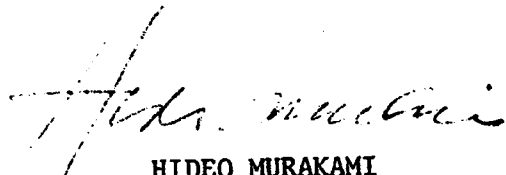
FROM: Hideo Murakami, Comptroller

SUBJECT: Unclaimed Payroll Warrants

This memorandum is being distributed as a reminder to all departments and agencies of the instructions in Volume III, Part 400, of the State of Hawaii Accounting Manual, relative to the subject matter. Section 413 deals with the delivery of payroll warrants to employees; the instructions with respect to unclaimed payroll warrants, as stated in this Section, are as follows:

1. Payroll warrants not delivered to employees within the next payroll period after pay day may not be held by the employing department or agency, unless an employee has left specific instructions that his warrant be held;
2. Unless there are such instructions, unclaimed warrants should be mailed to the most current available address of the employees;
3. If the warrant in such a case is returned because it has been undelivered by mail, or if for any other reason the employing department is unable to make delivery to the payee, the warrant must be returned to Central Payroll with advice as to the disposition that should be made.

Your cooperation in assuring that the above instructions are followed will be appreciated.



HIDEO MURAKAMI
Comptroller